



**Urban Academy Charter School  
School Board Meeting  
November 17, 2025  
Saint Paul, Minnesota**

**MINUTES**

Meeting Called to Order by Melissa Jensen, Board Chair (Time) 4:32 PM.

Roll Call Ms. Chao Yang:

Board Members	Ex-Officio Members	Advisory	Guest
<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Luis Brown-Pena	Eric Molho – NEO
<input checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	Andy Hering - Redpath
<input checked="" type="checkbox"/> Caley Long		<input checked="" type="checkbox"/> Ronsoie Xiong	Tony Lang – UA
<input checked="" type="checkbox"/> Yuyin Liao		<input type="checkbox"/> Nancy Smith	Brooklyn Earle - UA
<input checked="" type="checkbox"/> Chao Yang			
<input checked="" type="checkbox"/> Jasmyne Catino			

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda

Board Member motioning to approve agenda:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input checked="" type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Board Member seconding the motion:

<input type="checkbox"/> Jensen	<input checked="" type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

**Conflict of Interest**

- None to report

**10/20/2025 Minutes**

Board Motion: approving the Minutes

Board Member motioning to approve Minutes:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input checked="" type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

**Reports/Presentation:**

- Andy Hering reported on the Financial Audit. The audit was a clean audit with no findings in all areas. The single audit for the Food and Nutrition is on hold (Compliance Supplement Report) is not out yet, due to the Federal Government shutdown. But even with the delay, there are no findings. Extension for

filing is due in March 2026. There is a proposal to do single audits for only programs over \$1 million of expenses as of FY26.

- Lang and Earle reported on the progress monitoring of school academics. Showed data on how student progress and outlined teacher monitoring and support.
- Closed Meeting was reported by Dr. Ly on the Cyber-attack against Urban Academy's financials on November 3, 2025. All parameters have been taken to assist with the recovery of stolen financials. The insurance company Cyber insurance coverage, the bank and Designs for Learning are all involved.

### **Board Member Reports/Ex-Officio Member Presentations:**

#### **Board Chair – Melissa Jensen (Board Chair)**

- None

#### **Financial Management overview by Caley Long**

• As of **October 31, 2025**, **General Fund 01** received **\$2,115,301** in Federal, State, and local revenues, which is **30%** of the current budgeted amount. Expenditures total **\$2,444,738** (32% of budgeted expenses).

o Urban Academy ended October 2025 with a **year-to-date Fund 01 deficit of (\$329,437)**.

• **Food Service Fund 02** has received **\$71,555** in total revenues (**13%** of budget) and expended **\$289,760** (51% of budget).

Urban Academy ended October 2025 with a **Fund 02 deficit of (\$218,205)**.

• **Community Service Fund 04** has received **\$2,500** (6% of budget) and expended **\$8,211** (18% of budget), resulting in a **Fund 04 deficit of (\$5,711)**.

**Total Cash Balance: \$1,452,182 (as of October 31, 2025), reflected across all funds.**

**Accounts Receivable: \$294,110**

**Current Liabilities: \$108,295**

**Estimated Fund Balance (June 30, 2025): \$2,252,268.**

**Net Loss across all funds (YTD): (\$597,033)**

#### **FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION**

The financial statement(s) reflects the adopted budget of 440 ADM / 449 (including PreK 24 ADM). State aid is currently being paid on 434 ADM. The school continues to maintain a healthy cashflow for operation.

#### **Superintendent – Dr. Mongsher Ly**

#### **OPERATIONS:**

##### **General:**

- Cyber Attack on 11/3/25 from Designs regarding funds (email was compromised).

**Staffing Needs FY26:**

- Needs: EL Teacher (1)
- Hired: 3<sup>rd</sup> Grade teacher hired on 11/3/25

**Facility:**

- Gym Floor – resurface (\$5400.00) ~ UA and Lumen will split 80/20 payment (UA - \$4320.00 and Lumen \$1080.00)
  - Resurface over winter break.

**COVID19/HEALTH REPORTS:**

- No new news!! STAY SAFE....
- Get vaccinated for the Flu and COVID
- Monitor masking and distance learning as needed with cough and cold symptoms.

**School Calendar/Events:**

- MEA weekend – October 16 & 17
- Thanksgiving Break – November 27 & 28
- Holiday Meal – December 18<sup>th</sup> (5-7) – Planning?
- Winter Break – December 22 – January 2

**ACADEMICS:**

- Lang and Earle reports on (Prek – 5 and 6-8) progress monitoring.

**BUDGET/FINANCE DISCUSSIONS:**

- Exit Meeting was on 10/30/25 with Kasha, Mike and Andy and Ann
  - Overall Audit ~ Clean and Unmodified Audit report (NO FINDINGS)
- Medical Plan
  - Open enrollment on January 1, 2026
  - 18% Increase in cost for January 1, 2026 policy
  - 80/20 Medical Plan
  - 18 month agreement
  - Will re-new policy in July 2027 (Open enrollment)
  - Applications are due 11/26 (2 sessions will be on-site (11/18 and 11/20) with insurance rep.

**COMMUNITY OUTREACH/DONATIONS:**

- On-going Clothes Drive
- Beginning a Food Shelf Drive for families in need – Due to SNAP program being lost to families

- Holiday Drive – Toys request has been submitted and being planned (Toys for tots and Securian)
- Holiday Meal – To be planned (support by Monarch and Lumen Christi)

**CHARTER SCHOOL LEGISLATION NEWS:**

- Sending MACS updates to the UA board to read the current news.

**BOARD BUSINESS:**

- FY26 Board Training Topics
  - Financial Oversight of Pupil Units and Key Employment Policies
  - Employment Key Policies

**Board Member/Ex-Officio Member Reports**

Board Motion: to approve the Board Member/Ex-Officio Member Reports

Board Member motioning to approve Reports:

<input type="checkbox"/> Jensen	<input checked="" type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Board Member seconding the motion:

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Discussion: none

Unanimously approved

**Consent Board Agenda**

- Finance Report & Revised Budget:
- Policy/Bylaws Reviews:
- FY25 Annual Report

Board Motion: approving the Consent Board Agenda

Board Member motioning to approve the Consent Agenda:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input checked="" type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

**Old Business:**

- None

**New Business:**

- None

**Open Public Comments (Limited to 2 minutes)**

- Dr. Molho thanked the board and Dr. Ly for the wonderful work that they are doing and their leadership. No concerns or findings.

**Adjournment**

Board Motion: to adjourn meeting

Board Member motioning to adjourn:

<input type="checkbox"/> Melissa	<input checked="" type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

Adjourned at (time): 5:50pm

**NEXT MEETING: NO SCHEDULED MEETING FOR DECEMBER. Next meeting is on January 26, 2026.**